

PREPARATION CHECKLIST
for
ANNUAL REVIEW OF SESSION RECORDS

Year:

Date of Review:

Church:

Clerk of session:

Moderator of Session:

Checklist of Items for Records Review

- ___ Minutes Book(s); current volume (and most recent if opening new Book.)
- ___ Church Register (Members, Baptisms, Marriages, etc.)
- ___ The following (if not in Minutes Book) By-Laws; Annual Report; Financial Review; Session Annual Statistical Report; Proof of Insurance; Incorporation Papers.
- ___ Current Book of Order (suggested)

Go through your Minute Book and Register/Roll and provide the page number(s) where one or more samples of each can be found.

- ___ 1. Record of Session's election of the Clerk of Session. (G-3.0104)
- ___ 2. The annual election of the treasurer by the Session. (G-3.0111) {unless otherwise provided for in the By-Laws}
- ___ 3. Appointment of two persons (or one fidelity bonded person) to count and record offerings (**Copy** of "Full Financial Review" acceptable) (G-3.0113)
- ___ 4. Record of Session's election of Commissioner(s) [*and alternates*] to Presbytery and the receiving of their reports. (G-3.0202)
- ___ 5. Election of committee responsible for providing a Full Financial Review (G-3.0113)
- ___ 6. ***Copy** of (or information from) "SESSION ANNUAL STATISTICAL REPORT" to GA (G-3.0203 e) as reported to Session.
- ___ 7. *REPORT* of the training of newly elected officers, inquiry into their faithfulness in fulfilling their responsibilities, and programs for continuing education and mutual growth of all Session members. (G-2.0402)
- ___ 8. Annual Meeting of the Congregation was held, minutes signed by both moderator and clerk (G-1.0501).
- ___ 9. Record of congregation election of Elders (and, if applicable, Deacons and Trustees) and the Congregation Nominating Committee.(G-1.0102).
- 10. Pastor's Compensation:
 - ___ a. Session reviewed the adequacy of (each) minister's compensation. (G-2.0804)
 - ___ b. The congregation approved any changes in terms of call. (G-2.0804)

- _____ 11. Report of Session action to authorize the Sacrament of the Lord's Supper and records of its observance. (W-3.3616e(3))
- _____ 12. "Binder/proof of insurance form"; or **Copy** of property, liability, and officers and directors insurance; or certified statement of existence. (G-3.0102)
- _____ 13. Election of Officers of the Corporation (G-4.0101).

ADMINISTRATIVE REVIEW

- _____ 14. Minutes of all Congregational, Session and Corporation signed by Clerk of Session. (Robert's Rules of Order).

CORPORATE AND FINANCIAL

- _____ 15. Periodic (preferably more than annually) *REPORT* to Session of income and expense for each fund in the church (G-3.0205).

CHURCH OFFICERS & SACRAMENTS

- _____ 16. Record of Session's annual meeting with the Deacons and Trustees and evidence of Session's ongoing supervision of their work. (G-3.0204)
- _____ 26. Report of Session action authorizing baptism(s) and record(s) of its administration. (G-3.0102 b)

SUBMIT THIS REVIEW FORM, SIGNED BY BOTH THE CLERK OF SESSION AND THE MODERATOR. THIS FORM GOES TO THE STATED CLERK OF PRESBYTERY.

Session minutes review stickers are available upon request. Please email the stated clerk at dave@presbyteryov.org.

Clerk of Session _____ Date _____

Moderator _____ Date _____